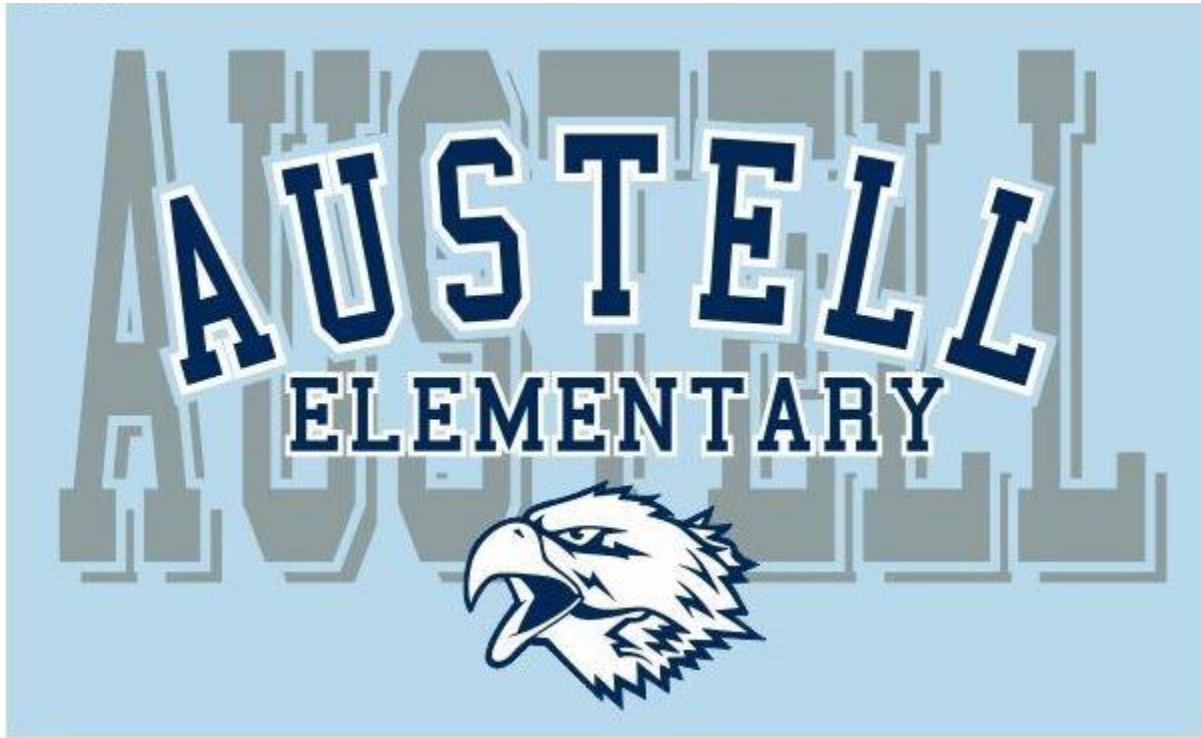


AUSTELL ELEMENTARY STUDENT HANDBOOK

2022-2023



Dr. Marvin L. Bynes

PRINCIPAL

Mrs. Tara Oliver

Assistant Principal

Austell Elementary School
5600 Mulberry St. Austell, GA 30106
Phone: 770.819.5804
Fax: 678-398-0041

School Website: <http://www.cobbk12.org/Austell/>



Twitter: @AustellEagles

GREETINGS FROM THE PRINCIPAL

Welcome to Austell Elementary School!

As principal, I welcome you to our school. We encourage you to visit all areas of our school where you will see evidence of academic excellence and our school-wide expectations of safety and responsibility on display.

Austell takes pride in the spirit of continuous improvement and refinement of practices as we continue to leverage our strengths and celebrate the accomplishments of our school community. It has been said that excellent schools are not interested in trends and fads; rather they take the things they do well, and improve upon them. Austell has been about taking a very “balanced” approach to change and learning. Austell is focused on providing deliberate, creative, planned, authentic, flexible and purposeful classroom instruction.

In addition, we celebrate student successes as well as encourage them to ask questions, to dig deeper with inquiry strategies, and self-advocate for their own learning. We are confident that, through our school and parent partnership, we will continue to leverage our strengths and grow our community of learners.

I encourage you to join our P.T.A. and register to volunteer at our school with our parent facilitator. Our students can greatly benefit from your involvement and contributions to our school’s programs. We seek volunteers to help us with many activities throughout the school year.

Let’s have a great school year!

Sincerely,

Dr. Marvin L. Bynes, Ed. D.

Principal

TELEPHONE DIRECTORY

Main Phone #.....770-819-5804

Fax #.....678-398-0041

School Administrators

Dr. Marvin L. Bynes.....Principal

Mrs. Tara Oliver.....Assistant Principal

Counselor/Coaches

Dr. Gretchen Kea.....All Grades K-5

Dr. Candice Broome.....Literacy Coach

Benjamin Green.....Math Coach

Office Staff

Secretary.....Sonia Williamson

Clerk.....Emaline Centeio

Bookkeeper.....Rhonda Cash

What Matters at Austell Elementary...

Vision

The vision of Austell Elementary School is for our students to become critical thinkers, as well as confident and successful lifelong learners.

Mission

Austell Elementary staff and students are responsible for our learning and actions. We treat each other with respect and kindness

Beliefs

We believe:

- In an atmosphere where students feel safe, supported, and respected.

- In quality learning opportunities for students of all ages and abilities.
- Effective school leadership is essential to fostering mutual understanding and trust among the school and the community.
- Community and family involvement are necessary to improve students' academic and personal growth both at school and at home.
- Students learn best when they are actively engaged in a variety of learning opportunities that support learners of diverse cultures.
- Standards-based instruction in literacy and mathematics promotes academic excellence.
- Character education is essential to developing respectful citizens.

AUSTELL ELEMENTARY

PTA PRESIDENT

Dr. Shafiqua Little

PTA OBJECTIVES

- ✓ **PROMOTE** the welfare of children and youth in home, school, community, and place of worship.
- ✓ **SECURE** adequate laws for the care and protection of children and youth.
- ✓ **RAISE** the standards of home life.
- ✓ **BRING** in to closer relation the home and the school that parents and teachers may cooperate intelligently in the education of children and youth.
- ✓ **DEVELOP** between educators and the general public such united efforts as well secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

POLICIES AND PROCEDURES

FRIENDLY REMINDER: COBB COUNTY SCHOOLS ARE TOBACCO FREE. PLEASE REFRAIN FROM THE USE OF TOBACCO PRODUCTS WHILE VISITING OUR CAMPUS. ALSO, PLEASE HELP KEEP OUR CAMPUS CLEAN AND LITTER FREE.

WEAPONS ARE NOT ALLOWED IN THE SCHOOL BUILDING. PLEASE ADHERE TO THIS RULE AS A SAFETY PRECAUTION FOR OUR STUDENTS AND STAFF.

ATTENDANCE

School Day – 7:50 AM – 2:20 PM

Arrival: 7:15 – 7:45 AM

School staff responsibility for students begins at 7:15 AM. The tardy bell rings at 7:50.

Daily student attendance is compulsory as per Georgia State Law (O.C.G.A. 20-2-90 through 20-2-702). A student must attend at least one-half of the school day to be counted present. A student must be present **7:50 – 11:05 AM or 11:05 AM - 2:10 PM** to be counted present for that day. Students who have early morning doctor appointments and arrive after 7:50 AM are counted tardy. Please make every effort to schedule appointments after school hours to avoid interruptions during the school day. A student shall be dismissed before the school day officially ends only when a parent or person designated in writing by the parent comes to the office and signs the student out. **(Please send a note to the teacher when you will be picking up your child early, as it is helpful for the teacher to know when a student will be leaving early).** However, students will not be sent to the office to await a parent's arrival. They will be called from the classroom when the parent arrives. **DO NOT GO TO THE CLASSROOM OR PLAYGROUND TO GET YOUR CHILD. COME TO THE OFFICE. WE WILL GET YOUR CHILD FOR YOU.** Teachers are instructed to not release a child from the classroom to anyone. Any early dismissal needs to be done before 1:45 PM to avoid any interference with the safe, regular dismissal of students. **In order to make transportation changes during the school day, you must either come by or fax a letter of request, with a signature, by 1:30 to (678-398-0041). We cannot accept emails, phone calls or verbal changes. All changes must be in writing accompanied by the date and signature of the parent or legal guardian. This is to ensure the safety of your child.**

Tardiness

Students arriving at school after the 7:50 AM bell must be signed in by a parent/guardian by using the QR code on the front door or in the lobby. Students must be in their classrooms at 7:50 AM to avoid being considered tardy. Tardiness should be an unusual circumstance. If a habit of tardiness develops, school personnel will work with parents to help plan for solutions to change the habit

and if necessary confer with the Social Worker regarding a referral.

Absences

When a child returns to school after an absence, he/she needs a note for his teacher that is signed by his/her parent, guardian, or medical personnel giving the date(s) and reason for the absence. Excused absences are those for personal illness, serious illness or death in the family, and special recognized religious holidays of the student's faith. This procedure is established by Georgia State Law. If a student will be out for an extended period of time or acquires a contagious disease, please notify the school. Cobb County has an established policy for students with excessive absences beginning with the 5th absence. After such time you will be contacted by school personnel or a social worker who will work with you to help with improving student attendance.

Make-up Work When Absent

If a student is out of school for only one day, he/she may make up the work the next day at school. If a student is absent more than one day, parents need to call the office by 9:00 AM to request make-up work. Teachers will send the work to the office to be picked up between 2:20 – 3:00 PM. A sibling or designated student may pick up the homework if the parent requests. A student who has an unexcused absence (example: going on a trip) may make up work that was assigned during the absence. The work will be provided after the student returns.

School Closing – Inclement Weather

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made and given to the radio and television stations by 6:00 AM. If a decision to close is made during the working hours of the school day, the statement will be given to the media. We will then follow parents' written information and our local school plans for such early dismissal situations. Please discuss with your child what you expect him/her to do if school is closed during the school day. Each parent cannot be called so please tune in to local media and/or check the county website.

Pictures

Individual pictures will be taken in the fall and in the spring. All profits from the school pictures are used to purchase additional materials, supplies, educational equipment, and other items for the school. Parents will

receive a notice regarding picture dates and make-up days.

Early Release Days

Cobb County has early dismissal of students scheduled throughout the year. The purpose of these early release days is to provide time for teacher professional development. On these days dismissal will begin at 12:20 PM. Please see the calendar for early release dates.

TRANSPORTATION

Buses

Bus transportation is provided for all students. Routes and schedules are available in the school office. School bus lanes are clearly defined. Parents and visitors are asked not to use this area at any time. It is reserved for buses, physical education classes, and other instructional activities.

Bus drivers have a tremendous responsibility in transporting our students safely each day. They need our cooperation. Your assistance is needed to have your student arrive at the bus stop 5 minutes prior to the scheduled pick-up time.

Parents and guardians are responsible for establishing the behavior they expect of their children, including at the bus stop. Parents have jurisdiction at the bus stops, not the school. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Please review bus behavior expectations with your child. General bus rules include: **Students may ride other buses if a signed note is provided by a parent/guardian with the bus number and the person they are going home with listed on the letter. A contact number for the parent and person receiving the child must be provided.**

BUS BEHAVIOR EXPECTATIONS:

- Remain seated.
- Use a quiet voice.
- Do not bother other students.
- Keep hands, arms and objects inside the bus.
- Use polite language.
- No littering. Keep the bus clean.
- No eating or drinking on the bus.
- Be respectful to the driver.

Concerns regarding bus services should be directed to Cobb County Transportation Department at 678-594-8000.

Parent-Provided Transportation

Parents who transport their children to and from Austell are to use the one-way traffic driveway designated for all vehicles other than buses. Arrival and dismissal procedures for this area are designed for one-way traffic and safety. If you must get out, park in a designated parking space.

DO NOT LEAVE YOUR CAR UNATTENDED IN THE DRIVEWAY, NEXT TO THE CURB, OR IN THE PARKING LOT BEHIND OTHER CARS.

When picking up students please drive safely, with caution, and follow these procedures:

1. Stay in a single-file next to the sidewalk.
2. Keep children in the car until you are at the front of the school. The four or five cars at the front door area are to unload or receive children. Adult staff members are on duty to assist.
3. Have children leave or enter your car only on the right side – the side next to the sidewalk and building. Do not allow students to exit or enter your vehicle into the driveway.
4. Stay in line. Do not pull out. Cars will leave the front of the building in single-file order. The few moments of waiting can prevent accidents and keep our children safe.

WALKERS

Walkers will be dismissed from the cafeteria instead of the front entrance of the school. Please be prepared to show your walker sign and proper identification.

We have a few students that are walkers due to their home's close proximity to the school. However, due to the fact that we do not have the proper crosswalks, sidewalks, or access to a crossing guard, we will not allow any students to walk to or from school unattended. All walkers must be accompanied by an ADULT at all times. Older elementary school siblings **may not** walk younger siblings to school or home.

THANK YOU FOR KEEPING OUR CHILDREN SAFE AS THEY GO TO AND FROM SCHOOL.

Arrival

All students should arrive at school from 7:15 to 7:45 AM. Breakfast is served from 7:15 – 7:40 AM, so that students are in classes and ready to begin at 7:50 AM.

Dismissal

Dismissal will begin at 2:20 PM. Parents are to remain in their cars until the children are dismissed.

Students are dismissed in the following order by grade level:

- Bus Riders and Car Riders
- Walkers and Day Care
- After School Program

PLEASE DO NOT PARK YOUR CAR AND WALK ACROSS TRAFFIC TO PICK UP YOUR CHILD. IF EVERYONE STAYS IN THE TRAFFIC LANE, DISMISSAL WILL BE QUICK, ORDERLY, AND SAFE.

If a child is not picked up by 2:40 PM from car dismissal he/she will be sent to the After School Program (ASP). The cost is \$10.00 per day.

Transportation Changes

Please notify your child's teacher **IN WRITING** if there is to be a change in your child's regular transportation. If no note is received, we must send your child home the regular way. **If there is an emergency, you may fax the school at (678)398-0041. Please call the office @ (770)819-5804 to let them know you are faxing over a change. No verbal changes will be made over the phone.**

STANDARD SCHOOL ATTIRE

Austell students, in grades kindergarten through fifth, will be required to follow a school-wide uniform dress code in an effort to create an educational environment free from distractions, dangers, and disagreements that many times are the result when student choices are left without limits.

Clothing items should not include visible brand names, pictures, designs, or writing with the exception of Austell Elementary School. Students may wear items such as jewelry and other appropriate expressive accessories (pins, wristbands, ribbons, etc.), as long as these items are not a disruption to the educational environment. Any questions about the appropriateness of any item should be discussed in advance with a school administrator. If needed, students will be allowed to wear specific clothing for religious reasons, but parents must discuss this in

advance with school administration so that there is no confusion for the student or staff.

STANDARD SCHOOL ATTIRE MUST BE WORN EVERYDAY. The only exceptions will be picture day and field day.

BOYS

- Khaki colored pants, navy blue pants or knee length shorts of the colors mentioned (**fitted at natural waistline**)
- Black or brown belt (if pants have belt loops)
- Plain navy blue, light blue, or white Shirts with a collar (**polo style or light blue oxford style shirt with navy blue tie (optional); no sleeveless shirts, shirts tucked in trousers**)
- Plain black, white or brown tennis shoes, loafers, or boots; (**no sandals, open toe shoes, Heelies, flip flops, or shoes with flashing lights**)
- Plain white, black, brown, or navy blue socks
- Solid colored navy blue or white sweaters or long-sleeve shirts with a collar (for winter)

GIRLS

- Khaki colored pants, navy blue pants, knee length skirts, skorts or shorts (**knee length is below the child’s fingertips when standing with hands at their side**)
- Black or brown belt (if pants have belt loops)
- Plain navy blue, light blue or white blouse/shirts with a collar (**polo style, oxford style blouses; no low cut or sleeveless shirts or blouses**)
- **Plain black, white or brown tennis shoes/sneakers, loafers, or boots; (no sandals, open toe shoes, Heelys, flip flops, or shoes with flashing lights)**
- Plain white, black, brown, or navy blue socks
- Navy blue, flesh colored, tan, brown or white tights or leggings (for winter)
- Solid colored navy blue or white sweaters or long-sleeve shirts with a collar (for winter)

FOOD SERVICE PROGRAM

Our school food service program is an established part of the school day. Its purpose is to provide a nutritionally

balanced breakfast and lunch to all children at a reasonable rate.

PAYMENTS for meals may be made by the day, week, month, quarter or year. As a student purchases meals, the amount is debited from the payment balance. A note is sent to parents when an additional payment is needed.

Meal Prices 2022-2023

BREAKFAST	COST	LUNCH	COST
Students All Levels – Reduced	\$.30	Elementary students/Reduced	\$.40
Students/All Levels – Full Price	\$1.75	Elementary Students/Full Price	\$3.25
CCSD Staff & Guests	\$2.00	CCSD Staff	\$4.00
Juice	\$.60	Guests	\$4.25
Mile	\$.75		

The Cobb County School food service program does not allow charges for breakfast or lunch. If a child forgets their payment, a sandwich and a drink will be substituted for the meal that day.

All meals served are planned ahead of time and are posted on our district website. If a child has a food allergy, parents should discuss their needs with the Food Service Manager and share allergy documentation with the classroom teacher and school nurse.

We ask that students who bring lunch and or snacks from home bring healthy and nutritious items. **Candy, gum, soft drinks or other carbonated beverages are not allowed.** Students and parents are not allowed to bring in breakfasts or lunches from fast food or other restaurants. Drinks brought from home for lunch are to be in a thermos, box, or in juice cans. No glass containers are permitted.

Parents unable to pay for all or part of the cost for lunch should fill out an application either free or reduced lunch. Applications can be completed online at: <https://mealapps.cobbk12.org/>. If you do not have access to a computer, please see your child’s teacher or a front office staff member for a form.

Eating in the lunchroom is a learning experience. It is there that a student learns to eat new foods and practice courtesy and good manners. In order for meal time to be a comfortable and happy experience, it is necessary that all students conduct themselves in an acceptable

manner. While in the lunchroom, students are under the supervision of adult lunchroom monitors employed by the Cobb County Board of Education. Parents are welcome at any time to have lunch with their child.

AFTER SCHOOL PROGRAM (PRE-PAY)

An After School Program is available for students from 2:45 – 6:00 PM on days that school is in session. Students may attend every day or stay on an as-needed basis if they are registered for the program. Students who attend as needed must have a **note** and **payment** for the day from their parents to their teacher by 7:50 AM, the day they wish to stay. Registration for the program is available through the office any time during the school year and must be completed for a child to attend. **There is a \$20.00 registration fee. The daily cost per day is \$10.00.** Payment must be made in advance. Students with an overdue balance will not be allowed to stay in the program. Snack, art activities, play time, games, homework help, and enrichment activities are part of the program.

INSTRUCTIONAL PROGRAMS

The Austell staff endorses an instructional plan that strives to offer each student the optimum opportunity to develop academically, socially, emotionally, and physically. Students and staff members will work together in an educational environment characterized by competence, confidence, understanding, respect, and mutual trust. Our instructional program consists of:

Readers Workshop	Writer's Workshop
Math Workshop	Science
Social Studies	Health
Art	Computers
Music	Physical Education
Media Center Sessions	

Physical Education

Physical Education instruction is required by Georgia law and is mandatory except for health reasons. A written note from a physician or parent explaining the nature of the illness or injury should be presented to the physical education instructor and state specifically the length of restricted time before normal participation can be resumed. Everyday school dress is acceptable for participation in physical education activities. Flat rubber-soled shoes are required, and this requirement is strictly enforced for safety reasons and the prevention of possible injury to the ankles.

Parent-Teacher Conferences

Communication is an essential part of our educational program. It is very important for parents to keep in close contact with their child's teacher. Parent-teacher conferences are held during the year to review a child's academic progress and personal and social growth. A conference week is scheduled in October. Students are dismissed 2 hours early and parents are scheduled for twenty-minute conferences. Please see the calendar for conference dates. To schedule conferences at other times, parents and teachers may send a note or leave a message by phone. A conference can then be scheduled before or after school at a convenient time.

Please respect every child's learning time by not going to the classroom to engage the teacher in conversation about your child without first scheduling a conference with them. The teacher must attend to and instruct all of the students in his or her class and cannot conduct conferences during instructional times.

Report Cards

Effective communication with parents regarding their child's progress in school is essential in fostering successful home-school partnerships. In Cobb County elementary schools, the goals of the reporting process, which includes report cards and conferences, are to:

- ✓ Effectively communicate with parents.
- ✓ Indicate developmental progress of the student.
- ✓ Show strengths and weaknesses of the student.
- ✓ Report progress of the whole child, both socially and academically.

Report cards for elementary school students are sent to parents at the end of each nine week grading period.

Standardized Testing

The overall program of standardized testing is planned and designed by a system-wide committee of teachers, counselors, principals and instructional supervisory personnel. The information provided through the testing program is used primarily to: 1) identify the strengths and weaknesses in the educational development of individual students; 2) support the planning of appropriate instructional programs; 3) serve as a basis for decision making regarding curriculum offerings and the appropriate instructional placement of students; 4) enable an overall comparison of the achievement of Cobb County students with the achievement of students

on a national basis; and 5) establish a basis for the evaluation of the educational program.

A schedule of tests and testing dates for designated grades is published each year. Dates will also be sent from the school before standardized tests are administered.

COUNSELORS

The counselor's role is to develop students' self-understanding, self-esteem, and awareness of potential. Our counselors conduct individual, group counseling and classroom guidance activities focused on helping students know, understand and accept themselves to become responsible for their own choices and actions.

FIELD TRIPS

Field trips are an extension of the classroom curriculum. They enrich units of study or extend a class project. A student must have written permission from the parent/guardian to participate. Prior to a field trip, the teacher will send home written information about the trip. The cost of transportation and admission must be paid by the school. A donation is requested from the participating students to help cover costs. No individual student will be excluded from a field trip for financial reasons. At the same time, sufficient funds must be available to cover the cost of a field trip. If sufficient funds are not available, a trip will be cancelled.

MEDIA CENTER

The Media Center is operated as an "open media center". Individuals, small groups, and classes come to check out books, work on reports, find the answer to a question, read a story or magazine, work on library skills and develop media skills. A student must have his teacher's permission to go the Media Center.

ADVANCED LEARNING PROGRAM

Cobb County provides services for identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills and communication skills beyond the experience of the regular classroom. Cobb's gifted program is part of the School Improvement Division and is funded by the state. The procedures for identifying and placing students in the gifted program are governed by the Georgia State

Department of Education. For further information, contact the gifted education specialist at the school.

SPECIAL EDUCATION

Services are provided for students with special learning needs who qualify for the programs. They include Interrelated Self-Contained for students diagnosed with learning disabilities or behavior disorders, Speech/Language, Self-Contained Special Needs pre-kindergarten, and Itinerant Services (physical therapy, occupational therapy, adapted P.E., orthopedic impairments).

COBB SYSTEMS OF SUPPORTS (CSOS)

Response To Instruction & Intervention (RTI2) provides help for those children experiencing academic or behavioral difficulties in the classroom. It functions by developing strategies (adjustments in instruction) that will increase the child's success, whenever possible, in the regular classroom. Should strategies prove ineffective over time, further action is taken to clarify the child's needs through screening tests, observations and evaluations. The team consists of the School Psychologist, an Administrator, Counselor, Academic Coach, and Teacher making the referral, other teachers, and the Parents. Our ultimate goal through the use of strategies and/or special placements is to help children function within the regular classroom among their peers.

Student Withdrawal/Transfer

The classroom teacher and school office should be notified at least one day in advance when a student is going to move. A withdrawal/transfer form needs be completed to take to the new school for enrollment at that school. We do not release student's cumulative records to parents. The new school will request the records or a parent may complete a form to have the records mailed to the new school.

GENERAL SCHOOL GUIDELINES

Clinic and Medication

The school clinic is staffed by a nurse from 7:30 AM – 2:30 PM each day. Children who become ill or injured at school are given health care in the clinic. Minor injuries are treated. Parents are contacted when the injury or illness is of a more serious nature so that they may pick up their child.

Whenever it is necessary for your child to receive medication at school, the guidelines below **MUST BE FOLLOWED**:

- Medication must be in the original labeled container. Pharmacists may provide two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be administered to students. If your child takes daily medication, please bring in an extra bottle to be used for field trips and ASP.
- Written permission from the parent/guardian is required for the administration of all medications.
- The parent/guardian must inform the school of any medication changes. New medications or new doses will not be given unless a new form is completed.
- Medications must be brought to the office/clinic by the parent. Medicine may not be sent to school with students.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued. If medication is given throughout the school year, medication will be disposed of according to the medication regulations.

Games or Toys

Musical instruments, games, or toys may be brought to school only with the teacher's permission. The student bringing the item is responsible for care of the item. Prohibited items will be kept by the teacher until a parent or guardian picks up the item. School personnel are not responsible if items that are lost, stolen or damaged.

Gum

Students are not permitted to chew gum at school or on the bus.

Soft Drinks

Students are **not** permitted to bring soft drinks for lunch or snack. Also, food and drinks in cans and glass bottles are not permitted.

Lost and Found

Please label student belongings using permanent ink or sew your child's name into coats, sweaters and book bags so that they can be returned when misplaced. Check the lost and found, located to the left of the gym, to look for missing items. Clothing that is left at each

school break (winter break, spring break, summer break) will be donated to a charitable organization.

Messages for Students and Staff

*Please make necessary arrangements with your children regarding after-school activities prior to their coming to school. Phone calls and messages to students (unless of an emergency nature) tie up valuable office time and interrupt your child's instructional program.

*If students forget to bring an item they need or must have at school, please bring the item to the office. We will deliver it to the student or have the student come to the office for it. Parents should not attempt to deliver these items as it will interrupt the class routine and instruction.

*Messages for teachers may be written and sent in, or phoned into the office. Teachers are asked to check their mailboxes and email for messages before school, on their daily planning time and after school. Instructional time is not interrupted unless a clear emergency is evident. Parents are not to email transportation changes.

Pets

Prior approval by the administration is needed before a pet of any type can be brought to school. Pets are not allowed on the bus. If a pet is brought from home for a demonstration, a parent must bring the pet and take it home immediately after the demonstration. Pets must remain in cages at all times.

Responsibilities for Materials

Students are expected to responsibly care for books and media center materials that are checked out to them. In case of loss or damage, students and their parents will be charged and are expected to pay replacement or damage costs. If a lost book is found, money paid will be refunded.

Returned Checks

Parents who have a returned check during a school year because of insufficient funds must pay all future transactions in cash.

Snacks

Nutritious, healthy foods are allowed for snacks during the day. Guidelines and procedures for snacks and snack time are established by individual teachers and as instructional teams. Soft drinks are not permitted.

Social Events, Parties, Celebrations

Cobb County elementary students shall be permitted one party each school year. There are no exceptions to this policy. No food or refreshments are brought to a classroom unless the food or drink is to supplement a unit of study or part of a nutrition program for the students (Cobb County Policy). Refreshments in honor of a student's birthday may be provided during lunch time. Only store bought items will be allowed so that the school nurse can review the ingredients and check for ingredients for which students are allergic. **Candles, goody bags, and balloons are not allowed.** Only bring one item to share-ex. Cookies, or cupcakes.

Visitors and Volunteers

Visitors and volunteers to the school, including all parents, must report to the office. Visitors must sign in and get a Visitor or Volunteer badge to wear while in the building. This policy and county ordinance serves three purposes:

CLASSROOM VISITATION or OBSERVATIONS ARE GOVERNED BY COBB COUNTY ADMINISTRATIVE RULE: KMR- AND MAY NOT DISRUPT OR INTERFERE IN THE OPERATIONS OF THE SCHOOL.

Hearing and Vision

The State Regulations and Guidelines for Special Education, require us to do mass hearing and vision screening of specialized students as part of our Hearing and Vision Conservation Program. In the Cobb County School Comprehensive Plan for Special Education, it is specified that we will screen all first and fourth grade students. The state requires that the Hearing and Screening Program be done under the supervision of a

certified and/or licensed audiologist. Only those people who have been trained by the Vision Audiologist are qualified to do hearing testing. Volunteers completing vision testing will be trained by qualified personnel. All new students and all referrals will be screened. Parent permission is not necessary.

Personal Invitations

Students are not allowed to pass out personal invitations during the school day. All invitations must be sent from home through the U.S. Postal Service.

Clubs

Austell Elementary offers several clubs throughout the year. These clubs are sponsored by our PTA, other outside sources and some are local school related. Some of the clubs offered throughout the year include but aren't limited to the following.

CHEERLEADING CLUB

STEM CLUB

JUMP ROPE AND TUMBLING TEAMS

BASKETBALL CLUB

TENNIS CLUB

CHARACTER BUILDING CLUB

CHORUS

GARDEN CLUB

READING CLUB

Let's work together to make it an amazing year with many successes and great accomplishments!

